

Gap/Need Action Plan

Directions

1. Each group has been assigned 2-4 gaps or needs (check your table folder)
2. Assign your roles around your table
 - a. Facilitator
 - b. Time Keeper
 - c. Scribe
 - d. Participants
 - e. PresenterTake out your next steps action plan template from your table folder.
3. Write your gap/need
4. Discuss draft action steps that would be next steps to complete action items.
5. Write down any agencies or persons that should be contacted to work on this step.
6. Write down your team members names and agency affiliation working on this action item.
7. The final will be placed back in the table folder when completed.
8. You may be asked to share out if time allows.